

GUAHAN ACADEMY CHARTER SCHOOL GUIDELINES FOR IN-CLASS OPERATIONS

Guahan Academy Charter School has outlined below the minimum requirements for in-class operations of its K-12 grade levels.

A. In-Class Operations Plan

Based on the square footage of classrooms, we will only be able to operate on 50% capacity of total student population. Setting desks at 6 feet apart will allow for 15 students per classroom.

B. General Requirements and Restrictions

1. To maintain the minimum distance of 6 feet between students, maximum number of students in a classroom for Grades 2-12 is 15 students per classroom. Kinder and 1st grade classes are at 10 students per classroom.
2. Signs will be posted at the entrance of the main office, Student Services office, Registrar's office, discipline and attendance offices and throughout the campus, reminding students, employees and visitors on how to limit the spread of COVID-19 by:

- Proper washing of hands
- Wearing face covering
- Maintaining a minimum of 6 feet spacing between others
- Staying home if sick

The following links provide downloadable signs (and other educational materials):

- <http://dphss.guam.gov/covid-19-educational-resources/>
- <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>
- <https://www.cdc.gov/coronavirus/2019-ncov/communication/social-media-toolkit.html>

3. GACS will comply with DPHSS' *Rules and Regulations for School Building Sanitation* that mitigate COVID-19 transmission:
 - §4706(f) Outdoor recreational area
 - Outdoor recreational area is not only required but promoted.
 - §4713 Hand washing Unit
 - Soap and sanitary paper towel will be provided at or near each hand washing unit
 - §4715 Restrooms
 - Student-toilet and student-urinal ratios are two and 6 feet social distancing to be maintained and monitoring to ensure compliance.

The following link provides DPHSS school regulations:

<http://dphss.guam.gov/wp-content/uploads/2019/11/School-Building-Sanitation-Rules-Regulations.pdf>

4. All students, employees, and visitors are required to wear masks, covering both the nose and the mouth.
 - Face shield will be allowed in addition to a face mask but it cannot be worn in lieu of a face mask.

- GACS staff will provide masks to students and staff who do not have one or arrive to school without one.
 - GACS will adopt U.S. Centers for Disease Control and Prevention (CDC) guidelines for face coverings for certain population and situations, including those with certain medical conditions, such as asthma and COPD ("Who Should Not Wear a Cloth Face Covering" and "Feasibility and Adaptations"): <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>. The wearing of face shield is one alternative for these individuals.
5. GACS' has a written In-Class Operations Plan to include and address:
 - Minimum requirements outlined in this memorandum;
 - Protecting high-risk students and staff (older persons, persons with underlying medical conditions);
 - Sick students, particularly those with COVID-19 symptoms;
 - How and who will be monitoring and enforcing these measures internally; and the
 - Role of the school nurse.
 6. The school's Safety Officer is tasked to lead and coordinate the implementation of the entity's COVID-19 prevention and control measures. This individual, at a minimum:
 - Is assigned as the point-of-contact to respond to DPHSS inquiries and complaints /concerns from students, parents, and staff; and
 - Evaluate the institution's implementation of its policy and procedure.
 7. The Nurse as a point-of-contact including the Discipline Officer as an alternate employee for positive results and are they tasked to lead and coordinate the implementation of the entity's COVID-19 prevention and control measures.
 - The Nurse and/or the Safety Officer will inform DPHSS of positive results of employees and students upon notification from the personnel.
 8. The Student Handbook and Employee Handbook have in place an absenteeism process that tracks students and staff member status.

C. Hygiene and Daily Practices at GACS

1. During the opening days of GACS, and the start of every quarter, all students and staff are to be informed on COVID-19 prevention measures <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
2. The information shall include:
 - Wearing of face covering;
 - Wash hands with soap and water;
 - Avoid touching eyes, nose, or mouth with unwashed hands;
 - Cover mouth and nose with tissue when sneezing and dispose properly;
 - COVID-19 symptoms; and what to do if feeling sick
 - Emergency contact names and numbers.
3. Written procedures for those who are feeling sick will be disseminated to faculty, staff, students and parents. Staff will be released and sent home immediately. Students will be isolated, and parents will be notified immediately to pick up their child within an hour.
 - Surfaces in their classroom or workspace will be cleaned and disinfected.

- Information on persons who had contact with the sick student or employee during the time the student or employee had symptoms and 2 days prior to onset of symptoms will be compiled. Emergency contact
4. Classrooms and offices will have hand-sanitizers for student and staff use prior to/when entering the classrooms/offices. Additionally, student and staff are encouraged to possess their own personal hand-sanitizer for use.
 5. There will be no sharing of office/classroom furniture, equipment, and other items. If shared, item must be disinfected frequently following the cleaning and disinfecting.
 6. Water fountains are covered and students will NOT have access to it. Instead, self service water station system will be installed at the school. Students will be issued water flasks. Students without one will be given disposable cups.

D. Cleaning, Disinfection, and Ventilation

GACS will do the following:

1. Intensify detail-cleaning and disinfection of the entire facility.
2. Staff will focus on sanitizing and disinfecting high touch areas (e.g., door handles, tables, counters, desktops, keyboards, toilets, telephones, etc.).
3. A checklist will be given to custodians, staff and teachers and posted in offices and classrooms to ensure thorough cleaning/disinfection of high touch surfaces, equipment, and common areas.
4. School will provide and maintain adequate material and supplies to help prevent transmission, such as well-stocked hand washing stations.
5. Cleaning staff will ensure that toilet facilities and hand washing sinks are thoroughly and frequently cleaned and disinfected.
6. Follow CDC's guidelines for cleaning and disinfecting surfaces which can be found in: <https://www.cdc.gov/coronavirus/2019-ncov/community/cleaning-disinfecting-decision-tool.html>
7. If commercial-grade, EPA-registered household disinfectant is unavailable, a home-made disinfectant may be used by mixing 5 tablespoons (1/3 cup) of bleach (5% - 6% hypochlorite concentration) per 1 gallon of water, or 4 teaspoons of bleach per quart of water: <https://www.cdc.gov/coronavirus/2019ncov/prevent-getting-sick/disinfecting-your-home.html>
8. Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, such as by opening windows and doors to help enhance air cleaning. Windows and doors will be shut if they pose a safety or health risk (e.g., allowing pollens in or exacerbating asthma symptoms) to individuals occupying the facility.
9. Fans and other mechanical ventilation systems will not be used.

E. Social Distancing and Other Protective Measures

1. Desks and common-seating spaces (including cafeterias) are to be arranged to ensure 6 feet minimum separation between individuals.
2. Desks are arranged 6 feet distance and will face in the same direction (not face each other, unless a barrier is in place), or students sit on the same side of tables with a minimum of 6 feet apart from each student if there are no physical barriers in between them.
3. Seating for students will be assigned, ideally the same seat in every class, with documentation/ record of where they are, to help facilitate contact tracing if needed.

4. School will utilize visual aids (e.g., painter's tape, stickers), in high traffic areas such as cafeteria, receptions areas, breezeways, and offices to illustrate traffic flow and appropriate spacing to support social distancing.
 - Bldgs C, D, and E with staircases will enforce one-way-traffic.
5. Sneeze guards are installed in all offices areas. Individual student sneeze guards will be installed on student desks to provide barriers and additional protection.
6. If possible, students will stay in one classroom throughout the day, while teachers move between classrooms; teachers will stagger the release of students to avoid crowds. Notices will be posted restricting non-essential visitors, volunteers, and activities involving other groups.
7. There will be no congregation of students, faculty and staff for outdoor gatherings, events, and extracurricular activities.
8. School will restrict access and use of communal spaces, including teachers' lounge.
9. Recesses/breaks and lunch will be staggered.
10. School will work with DPW Bus Operations to stagger arrival and dismissal times to minimize over-crowding at drop-off and pick-up locations and times.
11. Bus riders will be dropped off and picked up at the back entrance of the campus. Car riders will enter from the front (three .
12. TAs, SAs and others will supervise students of different ages to ensure adherence to recommended measures, including during breaks between classes.
13. Delivery and consumption of food at cafeteria and classrooms.
14. Notices and posters will remind students not gathering and socializing when leaving the school.
15. Work with DPW Bus Operations for children who ride the bus to ensure the health and safety of the children.

F. Sick Students/Staff

1. If a student/staff calls in sick, the Nurse will advise the student, parent/ legal guardian, or the employee to:
 - Stay home;
 - Not leave the house, except to get medical care;
 - Not visit public areas;
 - Monitor for symptoms including fever, cough, shortness of breath, fatigue, body aches, headaches, loss of taste or smell, sore throat, congestion, nausea, and diarrhea; and
 - Look for emergency warning signs for COVID-19 and seek emergency medical care immediately or call "911:"
 - a. Trouble-breathing;
 - b. Persistent pain or pressure in the chest;
 - c. New confusion;
 - d. Inability to wake or stay awake; and
 - e. Bluish lips or face
2. If a student/staff is identified with symptoms consistent with COVID-19 while on campus or during the daily symptom screening/check, the following steps will be taken:

- Staff will be released and sent home immediately. Students will be isolated, and parents will be notified immediately to pick up their child within an hour.
 - Student/staff will be advised to seek medical clinical evaluation and testing; as appropriate and must notify the School of test result if tested for SARS-CoV-2.
3. A student/staff diagnosed with a probable or laboratory confirmed case of COVID-19
- A student/staff notified of a probable or laboratory confirmed case of COVID-19 result, must inform the School/Nurse immediately and stay home.
 - a. The student/legal guardian or staff will be contacted by DPHSS Investigation Unit to conduct case investigation.
 - b. The classroom/office will be closed for at least 24 hours or as long as possible before the area is cleaned and disinfected.
 - c. GACS will follow DPHSS Guidance Memoranda and initiate the gathering of important information relative to the COVID-19 positive student or staff, such as a list of possible close contacts by name and location. The school will utilize trained personnel to gather such information which will be shared with DPHSS.
 - d. School will await word from DPHSS case investigators if students or staff identified as close contacts for SARS-CoV-2 testing of positive test result.
 - e. Students or staff who are not identified as close contacts through case investigation, will be allowed to return back to school or work.
 - f. GACS shall not disclose the name of the student or employee who tested positive to the other students or staff unless permission has been given (preferably in writing) by the affected student (or student's parent/legal guardian) or staff.
 Note: All personnel involved in case investigation and contact tracing activities with access to confidential information will be asked to sign a confidentiality statement acknowledging the legal requirements not to disclose COVID-19 information.
 - g. Staff will be placed on leave according to the institution's leave policy if identified as "close contacts."
4. If the student or staff was **asymptomatic**, they can return back to school or work:
- 10 days *after the date of their first positive RT-PCR test for SARS-CoV-2 RNA*.
 - Isolation room will be set up to separate student/staff and will take other precautions to keep COVID related cases away from others.
5. If the student or employee was **symptomatic**, they can return back to school or work:
- 10 days *after the date of their first positive test for SARS-CoV-2*
 - 24 hours with no fever (without the use of fever-reducing medications) and, other symptoms have improved.

GACS will follow the time and symptom-based approach described above in determining when individuals can return to school or work following COVID-19 diagnosis. If the student or employee was monitored by Public Health, they will be issued a clearance letter once they are cleared to return back to school or work.

6. If a student or staff is diagnosed with probable or laboratory confirmed case of COVID-19 through any health center, the following steps will be taken:
7. A student or employee who is in close contact with someone outside the school who tested positive with COVID-19:
7. Must inform the school, must quarantine for 14 days and not report to school or work. If need be, DPHSS will notify and contact them for more information.

- **High Risk Activities**

High risk activities increase droplet and aerosol transmission due to inability to perform such activities without a face mask. For such activities the school will use current authorized Executive Order and DPHSS Guidance Memoranda.